

Domestic Travel Request and Authorisation Form

Please complete **one form** per traveller

Section 1: Request Form

To be completed by the traveler

Date:	<input type="text"/>	Frequent Flyer #:	<input type="text"/>
Traveller's Name:	<input type="text"/>	Mobile Number:	<input type="text"/>
Company : (for contractors)	<input type="text"/>	Email Address:	<input type="text"/>
Purpose of Travel: (Work is not acceptable)	<input type="text"/>	Manager who approves your travel:	<input type="text"/>

Please select which site your trip is related to.

(If it is related to both sites then select both.)

☐ KME

☐ Clermont

If Other please state which:

Administration Use Only

WBS Project Code

Cost Centre

Profile #: 2852541

(For KME Coal Major Projects ONLY)

Flight Details

Date	Flight From	Flight To	Flight #	Depart Time	Arrival Time	Class	Site Bus Required Emerald Use Only
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES
	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="checkbox"/> YES

Accommodation

Please note that the accommodation listed is only a small sample of options which are available. Please list your preferred hotel should it not be listed.

Location	Accommodation (Rio Tinto Preferred)	Date In	Date Out
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

Car Hire

Pick Up Location	Drop Off Location	Pick Up Date	Drop Off Date
<input type="text"/>	<input type="text"/>		

Comments

Section 2: Approval

To be completed by the Manager

I,

- ☐ Approve the above travel request in it's entirety
- ☐ Approve on the conditions set below in the comments
- ☐ Do NOT approve this travel due to the reasons stated below

Comments

Section 3: Capella Camp & Site Bus Booking

To be completed by the Travel Co-ordinator

Please book the site bus for: ☐ Arriving flight
☐ Departing flight

Please book accomodation for: Date In: Date Out:

Comments

Section 3a: Confirmation of Capella Camp & Site Bus Booking

To be completed by the Travel Co-ordinator on Site

I,

- ☐ Confirm the above request for site accommodation and bus has been booked it's entirety
- ☐ Can confirm part of the above request. Detials listed below.
- ☐ Can not confirm any of the above requests, details listed below.

Comments

Section 4: Travel Check List

To be completed by the Administration Only

- ☐ Travel Form Saved into Travellers Folder
- ☐ Approval Sought
- ☐ Approval Received & Saved Electronically
- ☐ Booking Made
- ☐ Camp Bus & Accomodation Requested
- ☐ Confirmation Received & Saved Electronically
- ☐ Itinerary Emailed
- ☐ Itinerary Saved Electronically
- ☐ Spreadsheet Updated
- ☐ Calendar Updated

Comments